

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST III

DEFINITION:

Under direction, to coordinate the preparation and implementation of specific community development programs; to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists in the formation and organization of citizens community development groups;
- Represents the City Manager's office at meetings of assigned groups;
- Confers with City departments and other agencies to obtain and develop detailed information affecting community development programs;
- Analyzes complex proposals for cost, benefit, and feasibility;
- Advises groups on financial and other resources available, and develops specific detailed projects for implementation;
- May exercise functional supervision of assigned community development programs;
- Confers with special-purpose citizen groups, and public and private agencies to mobilize community resources for the accomplishment of specific projects;
- Prepares reports;
- May supervise subordinates;
- Performs special projects as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of professional level experience in community development, rehabilitation, relocation, redevelopment, revitalization, or business development projects.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.